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2 August 1946

TO: Colonel   
Assistant Executive Director

SUBJECT: Space

1. With further reference to your memorandum dated 31 July 1946, Subject: "Space Survey", you are advised that the Real Estate and Utilities Section, Procurement and Supply Division, is responsible for the allocation, control and utilization of space in buildings assigned to the Central Intelligence Group. Attached are floor plans of each of the buildings located at 25th and E Streets, N.W., in which recent readjustments of space have been made with a view to a general overall space plan. The present theory for the assignment of space has been carried out in the following manner:

- a. North Building - Administrative activities.
- b. Central Building - Research and Evaluation Division.

c. South Building - Intelligence, administrative, and activities requiring great security, such as Message Center, Telephone Switchboard, Security Office, Communications Division. In this building space on the First Floor in the amount of  has been set aside for the Dissemination Division. On the Third Floor approximately  of space have been set aside for the Collection Division.

d. Administration Building - At the present time this space is being reserved for use of the Assistant Director for Special Operations; and in a conversation between  of my office, the former stated that proper utilization of the space in this building would not be possible until additional personnel could be obtained for Special Operations.

e. Que Building - This space is being used by intelligence activities of Special Operations and other administrative organizations having considerable liaison with the intelligence activities, including the Special Funds Division, Headquarters and Headquarters Detachment, Naval Command, and Oral Intelligence.

Document No. 1

NO CHANGE in Class. ☒

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 23 MAR 1978 By: 024

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25X1 f. [redacted] A recent survey has been made of the utilization of space in this building, but due to the lack of floor plans at the moment, space occupancy in this building is not attached. A floor plan will be forwarded to you as soon as additional copies are available.

2. A space survey is made by the Real Estate and Utilities Section on the last day of each month in order that a space report may be made to the War Department and the Public Buildings Administration. For your information I am attaching copies of these reports.

3. Also attached is a proposed directive for issue by the Executive Director, Central Intelligence Group, authorizing the Executive for Personnel and Administration to allocate and control space.

4. In the past no real difficulty has been experienced in the allocation of space, and at the present time space has been allocated on the basis of organizational structure of the Central Intelligence Group, and we have received the cooperation of all activities concerned. Space occupancy at the present time is not up to par due to the fact that in each activity small allowances were made for expansion. However, all space in the buildings at 25th and E Streets, N.W., with the exception of the Administration Building, has been allocated to activities, although space may at the present time be vacant.

5. The above and the attached information is submitted in order that you may be informed of what is currently being done to control utilization of space. I would personally appreciate any suggestions which you may have in this connection.

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[redacted]  
Colonel, CAC  
Executive for Personnel  
and Administration

Attachments

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